



# CROSS AGENCY HEALTH IMPROVEMENT PROJECT

## Meeting Agenda



<b>Meeting Date:</b>	<b>Monday, May 23, 2016</b>
<b>Meeting Time:</b>	<b>10:30am-12:00pm</b>
<b>Meeting Location:</b>	<b>Conference Rm 460, HSB Building, 500 Summer St. NE, Salem</b> <i>Phone: (877) 810-9415</i> <i>H: 517094</i> <i>Part: 975182</i>
<b>Meeting Purpose:</b>	<b>Status update and next steps</b>

### Attendees

✓ Kate Nass (OHA/Operations)	✓ Leann Johnson (OHA/Equity and Inclusion)	<input type="checkbox"/> Karen Wheeler (OHA/Health Systems)	✓ Vicki Duesterhoeft (OHA/Oregon State Hospital)
✓ Lillian Shirley (OHA/Public Health)	<input type="checkbox"/> Jeremy Emerson (DHS/Operations)	✓ Don Erickson (DHS/APD, DD, VR)	<input type="checkbox"/> Jason Walling (DHS/Child Welfare)
<input type="checkbox"/> Debbie Kraus-Dorn (DHS/Developmental Disabilities)	✓ Jason Mak (DHS/Equity and Multicultural Services)	<input type="checkbox"/> Belit Burke (DHS/Self Sufficiency)	✓ Heather Miles (DHS/Self Sufficiency)
✓ Tracy Garcia (DHS/OHA Shared Services)	✓ Robert Salinas (DHS/OHA Shared Services)	✓ Angela Weaver (Oregon Office on Disability and Health)	✓ Margaret Smith-Isa (Public Employees Benefits Board)
✓ Sarah Hargand (Service Employees International Union)	✓ Diane Niko (DHS/Self Sufficiency)		

### Staff

✓ Kirsten Aird (CAHIP Staff, OHA/Public Health)	✓ Beth Sanders (CAHIP Staff, OHA/Public Health)	✓ Heather Gramp (CAHIP Staff, OHA/Public Health)	✓ Rebecca Pawlak (CAHIP Staff, OHA/Public Health)
✓ Jennifer Young (CAHIP Staff, OHA/Public Health)	✓ Scott Montegna (CAHIP Staff, OHA/Public Health)		

<b>Updates</b>	<b>Contact</b>
<b>Save the date: Place Matters Conference, Oct 4-6, 2016 (Portland).</b> This biannual event sponsored by the Public Health Division allows people from diverse fields to gain new skills, tools and connections to help address the leading preventable causes of death: tobacco, obesity, poor nutrition and physical inactivity. Sustained effort on these issues will be critical to reducing Oregon's large human and financial burden of chronic diseases, including heart disease, diabetes and cancer. All CAHIP partners are encouraged to attend the conference.	Kirsten, Beth
<b>Agenda Item, background information and objectives</b>	<b>Time</b>
<b>1) Welcome and introductions – All</b>	10:30 – 10:35am
<b>Discussion:</b> The group welcomed new steering committee members Angela Weaver of Oregon Office on Disability and Health, Jason Mak of DHS Office of Equity and Multicultural Services, and Sarah Hargand of Service Employees International Union.	
<b>2) Lactation Accommodation Policy – Robin</b>	10:35-11:00am
<b>Background:</b> Robin Stanton from the Public Health Division's Women, Infants and Children and Maternal and Child Health programs has developed a draft Lactation Accommodation Policy for DHS and OHA facilities. Before continuing further on the approval process, there is an opportunity for CAHIP steering members to review the draft policy and brainstorm what type of guidance will be useful for implementation.	

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<p><b>Objectives:</b> Provide input on the draft Lactation Accommodation Policy and identify what type of operational guidance will be useful.</p>	
<p><b>Discussion:</b> Robin gave an overview of the draft policy (see attachment) and explained that it incorporates new requirements outlined in the Affordable Care Act (ACA) that were not previously addressed in a policy that was passed by DHS in 2006.</p> <p>Robert identified a need to communicate why the new policy is being developed, where the agency is out of compliance from the ACA law and how the new policy defers from the existing DHS policy.</p> <p>There was concern that the policy does not include provisions for lactation spaces to be locked. Robin clarified that the law applies to a variety of workplaces, so signage can be used to designate where there is a reserved space.</p> <p>Leann suggested contacting the Department of Justice to determine how the policy can cover all scenarios for where lactation accommodation should be provided. Tracey noted that although it may be required to ensure lactation accommodation for the public, when events are hosted in outside venues, the agency may not be able to guarantee certain specifications (e.g. provide fridges to store breast milk).</p> <p>Kirsten added that the Healthy Meetings Policy will reinforce this policy in terms of ensuring lactation accommodation in DHS-OHA sponsored conferences, meetings and events.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• <b>Beth will connect Robin and Angela to OEI’s Compliance and Civil Rights Manager to develop ADA accessibility language for the policy.</b></li> <li>• <b>Sarah will be the point person to engage the statewide labor management group to address potential concerns with the policy.</b></li> <li>• <b>Robin will work with Don, Robert and Sarah to vet the policy and discuss what additional protocols the policy can include to support optimal implementation.</b></li> <li>• <b>PHD staff will identify next steps for potentially consulting the Department of Justice</b></li> <li>• <b>The steering committee will review the updated policy in the July CAHIP meeting.</b></li> </ul>	
<b>3) Healthy Meetings Policy – Heather Gramp</b>	11:00-11:25am
<p><b>Background:</b> The DHS-OHA Healthy Meetings, Conferences and Events Policy is at the signature stage with the Chief Operating Officers. Staff are preparing to equip managers and staff with messages and resources for when the policy is announced.</p> <p><b>Objectives:</b> Receive copies of the final policy and guidelines, learn what communications are planned to announce the policy, including roles for CAHIP Steering Committee members, and provide feedback on initial collateral materials.</p> <p><b>Discussion:</b> The Shared and Central Services Policy Committee is currently in the process of voting to approve the policy and guidance. PHD staff are developing collateral materials, webinars and email messages from agency directors and supervisory managers to all staff announcing the policy. PHD staff will provide technical assistance to offices planning a signature event in the upcoming year. Heather will work to ensure that information about the policy is integrated into agency processes (e.g. new employee orientation).</p> <p>Heather outlined the revised talking points (see attachment), and clarified that the policy requires employees to make a good faith effort to purchase healthy food for state-sponsored events; for the food piece only, they will not be penalized if they are not able to fully align with the optimal foods and beverages that are suggested by the guidelines.</p>	

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The group participated in an interactive activity to brainstorm barriers that may prevent the policy from being fully launched and to identify facilitators of success.

**Barriers:** there is only a minor risk of not fully implementing the policy, as it impacts a small percentage of meetings; emphasize that it affects what type of food can be purchased with state funds - not what food can be consumed; revise existing contracts with caterers to reflect the policy's guidelines; clearly state the implications of not following the policy to prevent misunderstanding from staff and managers; the union may be concerned with the scope of the policy.

**Facilitators of success:** OSU Extension can potentially provide staff trainings to implement the policy; providing training to new/current managers, new employees, face-to-face trainings outside the I-5 corridor and explore train-the-trainer programs; sharing the evaluation of PHD's pilot to show employee support for implementation; and communicating how the policy supports the agency's mission, that it will help increase productivity, that it supports diverse learning styles.

**Action Items:**

- **Heather will follow up with Leann and Jason to solicit feedback from OEI/OEMS staff on developing culturally relevant sample menus.**
- **Heather will revise the talking points to improve clarity around the scope of the policy.**
- **Lillian will facilitate OHA taking the lead to move forward directors' emails from Lynne and Clyde that announce the policy; Heather will draft these**
- **Lillian and Jeremy will engage DHS/OHA executive leadership around rolling out the policy.**

<b>4) Nutrition standards pilot project – Heather Gramp</b>	11:25-11:50am
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**Background:** The CAHIP Steering Committee was encouraged by the Joint Operations Steering Committee to pursue a pilot project to make healthier options available for purchase in our on-site cafeterias. The HSB building in Salem was identified as a good candidate for the pilot.

**Objectives:** Review the project plan for the nutrition standards pilot project in HSB.

**Discussion:** The Joint Operations Steering Committee approved CAHIP to conduct a project to pilot nutrition standards in public buildings. Heather shared a handout (see attached) of the project plan.

Karen Wheeler has agreed to be the project sponsor. This will be a 9-month pilot in the HSB cafeteria. PHD resources will staff the project, hire evaluation and nutrition consultants, provide a stipend to the vendor and develop collateral material. PHD staff will convene a Stakeholder Advisory Group (SAG) and members will include Karen, Don (or someone appointed by him), Gayla Andresen of Shared Services, a member of the HSB wellness committee, vendor and Commission for the Blind representative.

Heather Miles shared that SNAP is engaged in a project to scale up Food Hero entrée recipes in schools, which could be a resource for the HSB cafeteria vendor.

The SAG will advise key areas of the pilot project, such as choosing guidelines to benchmark against and prioritizing what foods to exchange or introduce. Heather will bring back findings and updates to steering committee meetings.

**Action Items:**

- **Robert will identify contact information for the HSB wellness committee.**
- **Heather will contact Jeremy to set up an introduction to the vendor of the HSB cafeteria.**

<b>5) Wrap up and next steps - Kirsten</b>	11:50am-12:00pm
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**Future Agenda Items:**

- OHA Tobacco Freedom Policy Survey report

**Next CAHIP Steering Committee Meeting: Friday, July 29, 10:30am-12:00pm, Room 460, HSB, Salem.**